

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 22, 2004

Division: Monroe County

Bulk Item: YES XXX NO

Department: Fixed Asset Surplus

AGENDA ITEM WORDING: Approval to advertise surplus equipment for bids and approval to remove surplus equipment from inventory via removal, and disposal.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION:

TOTAL COST: N/A BUDGETED: Yes No

COST TO COUNTY: N/A SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No AMOUNT PER MTH YEAR

APPROVED BY: County Atty OMB/Purchasing Risk Management

Prepared by:

Print Name:

Divina D. Speer
Divina D. Speer, Deputy Clerk

DIVISION DIRECTOR APPROVAL:

Lisa Albury
Print Name: LISA ALBURY, Assistant Finance Director

DOCUMENTATION: Included YES To Follow Not Required

DISPOSITION: Agenda Item # C20

Board of County Commissioner
January 21, 22, 2004

SCHEDULE OF SURPLUS ITEMS			ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description			Original Value	Estimated Present Value	need approval to-
1	0902-530	Vulcan Convection Steamer	beyond economical repair	\$5,675.00	\$1.00	advertise for bid
2	0902-539	Vulcan Fryer	beyond economical repair	\$7,951.00	\$1.00	advertise for bid
3	0902-541	Vulcan Griddle	beyond economical repair	\$2,860.00	\$1.00	advertise for bid
4	0902-542	Vulcan Griddle	beyond economical repair	\$2,860.00	\$1.00	advertise for bid
5	0902-544	Food Cutter	beyond economical repair	\$6,488.00	\$1.00	advertise for bid
6	0902-545	Coffee Urn	beyond economical repair	\$6,894.00	\$1.00	advertise for bid
7	0902-550	Useco Retherm Oven	beyond economical repair	\$8,450.00	\$1.00	advertise for bid
8	0902-551	Useco Retherm Oven	beyond economical repair	\$8,450.00	\$1.00	advertise for bid
9	0902-552	Useco Retherm Oven	beyond economical repair	\$8,450.00	\$1.00	advertise for bid
10	0902-553	Useco Retherm Oven	beyond economical repair	\$8,450.00	\$1.00	advertise for bid
11	0910-060	1995 Ford F150 w/box	beyond economical repair	\$12,710.00	\$900.00	advertise for bid
12	0910-063	1995 Ford F150 w/box	beyond economical repair	\$12,710.00	\$900.00	advertise for bid
13	0940-034	Pettibone Double Drum Vibratory Roller	beyond economical repair	\$22,050.00	\$900.00	advertise for bid
14	0901-162	1992 Chev Step Van	beyond economical repair	\$19,314.00	\$2,500.00	advertise for bid
15	0901-167	Robinair R12 Refrig Recovery/Recycler	beyond economical repair	\$2,633.33	\$0.00	advertise for bid
16	0902-497	1994 Ford F150 W/box	beyond economical repair	\$12,590.38	\$900.00	advertise for bid
17	0940-253	1990 Chev 2500 pickup	beyond economical repair	\$13,489.00	\$750.00	advertise for bid
18	0902-571	Direct Digital Computer	beyond economical repair	\$5,700.00	\$0.00	remove & dispose
19	0902-576	Sario Mower	beyond economical repair	\$978.08	\$0.00	remove & dispose
20	0902-593	Plasma Cutter	beyond economical repair	\$1,295.00	\$0.00	remove & dispose
21	1002-409	Dell Computer	beyond economical repair	\$1,975.00	\$0.00	remove & dispose
22	1005-083	Dell Computer	beyond economical repair	\$2,663.00	\$0.00	remove & dispose
23	1002-411	Dell Computer	lost-see police report	\$1,975.00	\$164.58	remove from inventory
24	1415-084	HP Scanner	old-obsolete-no longer in use	\$949.95	\$0.00	remove & dispose
25	1410-067	Dell Computer	old-obsolete-no longer in use	\$1,118.00	\$0.00	remove & dispose
26	1410-068	Dell Computer	old-obsolete-no longer in use	\$1,118.00	\$0.00	remove & dispose
27	1414-008	HP Printer	old-obsolete-no longer in use	\$1,579.00	\$0.00	remove & dispose
28	na	Dell Monitor	old-obsolete-no longer in use	\$300.00	\$0.00	remove & dispose
29	na	Dell Monitor	old-obsolete-no longer in use	\$300.00	\$0.00	remove & dispose
30	na	Dell Monitor	old-obsolete-no longer in use	\$300.00	\$0.00	remove & dispose
31	na	Dell Monitor	old-obsolete-no longer in use	\$300.00	\$0.00	remove & dispose
32	na	Dell Monitor	old-obsolete-no longer in use	\$300.00	\$0.00	remove & dispose

MONROE COUNTY INVENTORY DELETION REQUEST

received
12/16/03 *R. Stone*

TO: DIVINA SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Robert Stone

DATE: 12/3/03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0902-530	27-1003770	Vulcan Convection Steamer	02/01/1994	\$5,675.00/ \$1.00
0902-539	481016161	Vulcan Fryer	02/01/1994	\$7,951.00/ \$1.00
0902-541	n/a	Vulcan Griddle	02/01/1994	\$2,860.00/ \$1.00
0902-542	n/a	Vulcan Griddle	02/01/1994	\$2,860.00/ \$1.00
0902-544	R40T-000198	Food Cutter	02/01/1994	\$6,488.00/ \$1.00
0902-545	77752	Coffee Urn	02/01/1994	\$6,894.00/ \$1.00
0902-550	931019R01-04	Useco Retherm Oven	02/01/1994	\$8,450.00/ \$1.00
0902-551	931019R01-02	Useco Retherm Oven	02/01/1994	\$8,450.00/ \$1.00
0902-552	931019R01-06	Useco Retherm Oven	02/01/1994	\$8,450.00/ \$1.00
0902-553	931019R01-07	Useco Retherm Oven	02/01/1994	\$8,450.00/ \$1.00

CHECK APPROPRIATE LINE BELOW:

XXXXXX APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS
 _____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 _____ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

beyond economical repair - already replaced

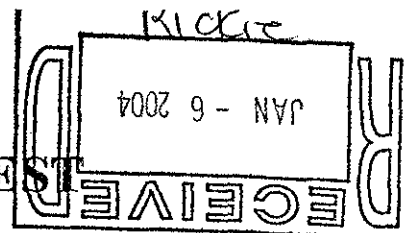
DIVISION DIRECTOR APPROVAL: _____

PRINT NAME:

Dent Pierce

Dent Pierce 12/12/03

MONROE COUNTY INVENTORY DELETION REQUEST



TO: Divina Speer, Property Clerk FROM: Roy Sanchez
Finance Department, Stop #8 Fleet Management Services
 DATE: December 31, 2003

County Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0910/060	1FTDF15Y8SNB17688	95 FORD F150 W/ BOX	APRIL 1995	12,710.00 / 900.00
0910/063	1FTDF15YXSNB60557	95 FORD F150 W/ BOX	JULY 1995	12,710.00 / 900.00
0940/034	200	PETTIBONE DOUBLE DRUM VIB. ROLLER	SEPT 1980	22,050.00 / 900.00
0901/162	1GCHP32K2N3309845	92 CHEV STEP VAN	JUNE 1992	19,314.00 / 2,500.00
0901/167	04877	ROBINAIR R12 REFRIG. RECOVERY / RECYCLER	NOV 1994	2633.33 / SALV.
0902/497	1FTEF15YXRNB52957	94 FORD F150 W/BOX	JUNE 1994	12,590.38 / 900.00
0940/253	1GCFC24KXLE173718	90 CHEV 2500 PICKUP	MAR 1990	13,489.00 / 750.00

Check appropriate line:

XXX APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS
 _____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF SAME
 _____ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY

REASON FOR REQUEST:

ABOVE ITEMS ARE NO LONGER IN USE, HAVE BEEN REPLACED AND/OR IS BEYOND ECONOMICAL REPAIR. MOST ITEMS HAVE BEEN PREVIOUSLY ADVERTISED. TOP 3 UNITS OF LIST LOCATED AT THE KEY WEST GARAGE, 4 UNITS AT BOTTOM LOCATED AT THE MARATHON GARAGE.

PREPARED BY: Ron Cherry

DATE: 12/31/03

DIVISION DIRECTOR APPROVAL: _____

Dent Pierce
 PRINT NAME: Dent Pierce

1/6/04

MONROE COUNTY INVENTORY DELETION REQUEST

TO: DIVINA SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Robert Stone

DATE: 12/4/03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0902-571	KA329W5973TA324KO	Direct Digital Computer	02/01/1994	\$5,700.00/\$0
0902-576	8194344	Sarlo Mower	09/29/1995	\$978.08/\$0
0902-593	n/a	Plasma Cutter	01/30/1998	\$1,295.00/\$0

CHECK APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

broken - beyond economical repair - already replaced

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Dent Pierce

12/12/03

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

SHEILA BARKER

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Mayra Tezanoz

DATE: 12/18/03

M.C. ID. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1002-409	UJDQK	Dell Computer	3/3/99	\$1,975.00/\$0
1005-083	5ZDQK	Dell Computer	2/20/96	\$2,663.00/\$0

CHECK APPROPRIATE LINE BELOW:

XXXXXX APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

Mostly broken – beyond economical repair

PREPARED BY: Mayra Tezanoz
PRINT NAME: MAYRA TEZANOZ

DATE: 12/18/03

DIVISION DIRECTOR APPROVAL: Tim McGarry
PRINT NAME: TIM MCGARRY

TECHNICAL SERVICES APPROVAL: Sheila Barker
PRINT NAME: SHEILA BARKER

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: MAYRATEGANOS

DATE: 12/18/03

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1002-411	UJDQV	Dell Computer	03/03/99	\$1,975.00/\$164.58

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY.
APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Computer lost – please see attached police report

PREPARED BY: Mayra Teganos

DATE: 12/18/03

DIVISION DIRECTOR APPROVAL:

PRINT NAME: TIMOTHY MCGARRY

TECHNICAL SERVICES APPROVAL:

PRINT NAME: SHEILA BARKER

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Peter Lubert
Emergency Medical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1415-084	US00160850	HP Scanner	9/29/95	\$949.95/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Old – Obsolete – No longer in use

PREPARED BY: Peter Lubert DATE: 12/17/03
 PRINT NAME

DIVISION DIRECTOR APPROVAL: Clark O. Martin
 PRINT NAME CLARK MARTIN

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Pete Lubert

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1410-067	6788G	Dell Computer	09/30/99	\$1,118.00/\$0
1410-068	6788C	Dell Computer	09/30/99	\$1,118.00/\$0
1414-008	CJPBD014418	HP Printer	02/09/94	\$1,579.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXXX APPROVAL TO ADVERTISE FOR BIDS.

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Old - Obsolete - No longer in use

PREPARED BY: Pete Lubert **DATE:** 12/16/03

DIVISION DIRECTOR APPROVAL: Clark Martin
PRINT NAME: CLARK MARTIN

TECHNICAL SERVICES APPROVAL: Sheila A. Barker
PRINT NAME: SHEILA BARKER

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER

FROM: Sheila Sutton, Executive Asst.

PROPERTY CLERK, FINANCE DEPT.

Monroe County Attorney's Office

DATE: December 18, 2003

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
N/A	8384039	Dell Monitor (Trinitron)	N/A	\$300 / -0-
N/A	N/A	Dell Monitor	Jan. 21, 2000	\$300 / -0-
N/A	N/A	Dell Monitor	Jan. 21, 2000	\$300 / -0-
N/A	N/A	Dell Monitor	April 12, 2000	\$300 / -0-
N/A	N/A	Dell Monitor	July 6, 2000	\$300 / -0-

CHECK ONE (1) APPROPRIATE LINE BELOW:

 X APPROVAL TO ADVERTISE FOR BIDS.
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

The monitors are obsolete and no longer in use

PREPARED BY: Sheila Sutton

DATE: December 18, 2003

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: JOHN R. COLLINS, MONROE COUNTY ATTORNEY

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: SHEILA BARKER